



RECORDS RETENTION AND DISPOSITION SCHEDULE

Library, Indiana State

Agency: Library, Indiana State		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2002-07	STATEMENT OF COMPLIANCE WITH STANDARDS Public libraries are required to file this report with the Indiana State Library yearly under 590 IAC 6-1-4(o). Information from individual reports is compiled into a cumulative report.	DELETE individual reports after three (3) years. TRANSFER one (1) copy of cumulative report to the INDIANA ARCHIVES for permanent archival retention. RETAIN electronic version of cumulative report permanently in agency due to agency need.
2	2002-09	PUBLIC LIBRARY ANNUAL REPORT SUPPLEMENT Survey on selected topics sent as a supplement to the PUBLIC LIBRARY ANNUAL REPORT (RS 2002-08). Questions change yearly. Information from individual reports is compiled into a cumulative report.	DELETE individual reports after five (5) years. TRANSFER one (1) copy of cumulative report annually to INDIANA ARCHIVES, for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles. RETAIN electronic version of cumulative report permanently in agency due to agency need.
3	2013-13	LIBRARIAN CERTIFICATION FOLDERS Folders typically contain an application, supporting documents, and any correspondence.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after fifty (50) years or the lapse of certification, whichever occurs earlier.
4	2002-03	WORKSHOP REGISTRATION FORMS Used to electronically register for workshops hosted by the State Library.	DELETE registration information after workshop has been completed.
5	2002-04	WORKSHOP EVALUATION AND ATTENDANCE FORMS Completed by attendees of State Library workshops.	DELETE after five (5) years.
6	2002-05	INTERNET SERVICE APPLICATIONS Applications from public libraries for federal support of internet service; the processing of these applications is outsourced to a vendor who handles all further interaction between the libraries and the federal government. No funds are received or handled by the State Library.	DESTROY after five (5) years.
7	2002-08	INDIANA PUBLIC LIBRARY ANNUAL REPORT Public libraries are required to file this report with the Indiana State Library yearly under IC 4-23-7.1-22. Includes statistics and library information, including staff salary data.	TRANSFER one (1) copy of each report annually to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles. RETAIN original electronic reports permanently in agency due to agency need.
8	2002-10	PUBLIC LIBRARY ACCESS CARD STATISTICS Annual report filed with the Indiana State Library by each public library, of loans made to citizens using the Public Library Access Card. Information from individual reports is compiled into a cumulative report.	DELETE individual reports after three (3) years. TRANSFER one (1) copy of cumulative report to INDIANA ARCHIVES, for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles. RETAIN electronic version of cumulative report permanently in agency due to agency need.
9	2002-11	LIBRARY DEVELOPMENT OFFICE SURVEYS One-time surveys conducted on an as-needed basis with Indiana libraries, on a variety of subjects. Information from individual surveys is compiled into a cumulative report.	DELETE individual surveys after three (3) years. TRANSFER one (1) copy of cumulative report to INDIANA ARCHIVES, for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles. RETAIN electronic version of cumulative report permanently in agency due to agency need.
10	2013-06	LIBRARY SERVICES AND CONSTRUCTION ACT PROJECT FILES This file includes copies of applications, annual programs, evaluations, actual expenditure reports, program memos and various related notes. Pursuant to the Institute of Museum and Library Sciences, citing 20 U.S.C. 355(b), "Federal interest is attributable to all state projects funded in part by Title II for a period of 20 years after the completion of those projects."	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, twenty (20) years after completion of particular grant project and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

Approved by the Indiana Oversight Committee on Public Records

11	2013-07	PUBLIC GIFTS AND AGREEMENTS The record contains descriptions of collections and gifts of material and agreements with other agencies. Retention based on IC 34-13-1-1.	TRANSFER one (1) copy for each gift to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, ten (10) years after the end of the calendar year of the gift agreement and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. RETAIN original electronic version permanently in agency due to agency need.
12	2013-08	PRIVATE DONOR INFORMATION Cards and other documentation of patrons who give material about Indiana to the Indiana State Library. Disclosure of these records may be subject to IC 5-14-3-4(b) (16).	TRANSFER one (1) copy for each gift to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, ten (10) years after the end of the calendar year in which the gift was received and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. RETAIN original electronic version permanently in agency due to agency need.
13	2013-09	GRANTS The file has information pertaining to various grants received and the source. The grant administrator also has a record of the grant. Retention based on IC 34-13-1-1.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; ten (10) years after completion of the grant period and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
14	2013-10	INDEXES, SHELF LISTS, AUTHORITY AND ACQUISITION FILES All indexes, subject guides, acquisition information and related collection management materials for Indiana State Library holdings and historical reference services, including but not limited to biographical, periodical, picture, broadside, manuscript, microfilm, music, map and scrapbook collections.	TRANSFER to the INDIANA ARCHIVES, on legislative dissolution of the INDIANA STATE LIBRARY.
15	2013-11	PATRON REGISTERS Disclosure of these records may be subject to IC 5-14-3-4(b) (16)(A).	DELETE two (2) years after the end of the registration year.
16	2013-12	LOAN RECORDS - INTER-LIBRARY Inter-library loan sheets from libraries requesting information, and in/out logs used as a control.	DELETE two (2) years after the end of the calendar year of the request.
17	2020-03	LIBRARY EDUCATION UNIT PROVIDER APPLICATIONS Submitted by libraries, organizations, and individuals who are presenting workshops for which library staff will receive Library Education Units to maintain their certification status. Workshop approvals expire after two (2) years; total retention based on five (5) year certification cycle for audit purposes.	DESTROY six (6) years after approval.